

## OVERVIEW

A contractual services agreement must be in effect with every family who provides transitional placement program (TPP) shelter home services. TPP provides for emergency short-term placements in a family setting until more permanent placement options can be identified. The processing of these contracts is the responsibility of the Bureau of Grants and Purchasing (BGP) in central office.

## PLACEMENT

In order to place a child in a TPP shelter home bed, the foster care worker must first demonstrate that the following placement search steps have been completed:

- Attempted to identify an appropriate relative placement and one was not available.
- Attempted to find a licensed foster home placement, without success.

### Placement During Business Hours

The requesting county will identify an appropriate TPP shelter home. If the TPP shelter home is not licensed by that county, the requesting county will contact the licensing county and ask for permission to utilize the TPP shelter homes and the TPP shelter home will be contacted.

The requesting county must seek approval from the county director prior to requesting a TPP shelter home placement. The county providing the TPP shelter home placement must assure the county director or designee approves of the TPP shelter home placement. After approval from the county director, either the requesting county or the licensing county will contact the TPP shelter home. The county utilizing the TPP home must forward approving correspondence to the Regional Placement Unit (RPU) for tracking purposes.

### Placement After Business Hours

The county will identify an appropriate TPP shelter home. If the TPP shelter home is not licensed by that county, the requesting county will contact the licensing county's on-call supervisor and ask for permission to utilize the TPP shelter homes and will contact the

family. Each county must assure that the on-call supervisors have the most recent list of approved TPP shelter homes available for placement. The requesting county must send a follow up email to the RPU indicating that the approved placement was made after hours. The email should include identifying information regarding the TPP shelter home utilized and the child's identifying information.

### **Placement Made by a Private Contracted Foster Care Agency**

Private agencies should work with the county offices for approval to utilize TPP shelter homes.

### **Borrowed Bed Requirements**

If a placement in a TPP home results in the need for a borrowed bed, the TPP contract and a signed [CWL-4619, Borrowed Foster Home Agreement for TPP Placements](#), and [CWL-4619-A, Borrowed Foster Home Agreement for TPP Placement](#), replaces the need for the tasks outlined in R400.12326, Borrowed Home. The certifying child placing agency (CPA) maintains all licensing responsibilities, including special evaluations for the duration of the borrowed foster home agreement. The foster home must continue to follow the certifying agencies' policies.

### **Placement Documentation**

The caseworker must document and add the TPP shelter home placement in the electronic case management system as a new foster home placement.

## **LOCAL OFFICE**

The local office must do the following when identifying a new TPP shelter home:

- Ensures the home has a valid foster home license in good standing.
- Local offices must contact their BSC Contract Analyst to initiate a TPP contract.

- Reviews the contract with the family and obtains signatures.

**Note:** For questions related to TPP contracting please email [MDHHS TPP Mailbox \(MDHHS-TPP@michigan.gov\)](mailto:MDHHS-TPP@michigan.gov).

## PROGRAM OFFICE

The program office must do the following:

- Obtain approvals from appropriate MDHHS leadership.
- Completes the request for a new contract in SIGMA and works with BGP to establish the contract.
- Coordinates with the local office to ensure contracts are signed and returned appropriately.

## BUREAU OF GRANTS AND PURCHASING

BGP is to:

- Review the SIGMA request to ensure it is complete.
- Process the TPP contract and send the TPP contract to program office for signature and review.

**Note:** The TPP parents should have signed the contract copy.

- Distribute to the local office for signature and then the executed contract is sent to the contractor and program office.

## MANAGEMENT OF FORMS AND PROCEDURES

The [DHS-2597, Personal Property List](#), is used by the TPP shelter home as an intake record of a child's personal belongings, as well as a release record. The form serves to avoid confusion as to the ownership of personal property as children are entering and leaving a shelter home. This form is completed in the home by the TPP shelter home parents and later filed in the local office records and uploaded into the electronic case management system.

**PROGRAM  
EVALUATION**

The program evaluation must be completed annually by the local office staff overseeing the TPP shelter home. It is an evaluation of activities and performance, a report of significant changes in the home or family, and a planning tool for both staff and the shelter home parents. A copy is to be retained in the local office and uploaded into the electronic case management system provider record. The evaluation must be completed and forwarded to program office annually.

The following is a guideline for the completion of the evaluation that must be completed quarterly:

- Name, TPP Shelter Home.
- Fiscal year.
- Name of the staff completing the report.

The statistical section of the program evaluation should be completed as follows:

- Total number of children served.
- The average number of days children are placed.
- The average age of children placed.

Parent involvement and growth should describe the TPP shelter home parent's involvement with the children and the shelter home parent's ability to provide care for children needing emergency placement. Information should be included regarding the parent's relationship and cooperation with staff.

Shelter home utilization should describe significant events in the home and speak to the effectiveness of the home, including the most appropriate age, gender, and characteristics of children to be placed in the home.

**PAYMENT FORMS  
AND PROCEDURES**

The TPP shelter home parents are responsible for completing the [MDHHS-3469, Statement of Expenditures](#), and the TPP placement tracker forms each month.

These forms should be provided to the local office, who should review the forms for accuracy. After reviewing the forms, the forms should be forwarded to the BSC contract analyst.

Payment forms are due no later than the 15th day of each month for services provided in the preceding month. Payment forms must be completed for the entire calendar month.

BSC contract analyst will complete any SIGMA responsibilities associated with contract payments for a TPP shelter home. The [MDHHS-3469, Statement of Expenditures](#), is provided to the TPP shelter home contractor by program office and must be utilized for all billings to ensure that the appropriate funding source is being used.

#### CHILD MAINTENANCE ITEMS

Board and care payments are initiated in accordance with the policies and instructions located in [FOM 903-01, Payment Overview](#).

The maximum payments and criteria authorization for case services are listed in [FOM 903-09, Case Service Payments](#).

#### PROGRAM SERVICE ITEMS

Bed subsidy is \$245 per contracted bed per month. The purpose of the bed subsidy is to assure that the TPP shelter is available when needed for a child. Payment is initiated on the monthly [MDHHS-3469, Statement of Expenditures](#).

The TPP placement rate is \$106 per day, in addition to the standard daily rate; see [FOM 903-03, Payment for Foster Family/Relative Care](#). Payment is initiated on the monthly [MDHHS-3469, Statement of Expenditures](#).

#### POLICY CONTACT

Questions about this policy item may be directed to the [MDHHS TPP Mailbox \(MDHHS-TPP@michigan.gov\)](#).